

**Missouri State Library  
Office of the Secretary of State**

**Library Services & Technology Act  
Federal Grant Program**

**Show Me Steps to  
Career Development  
Grant Application**

**Summer 2006**

Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
**Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

**MISSOURI STATE LIBRARY**  
**SHOW ME STEPS TO CAREER DEVELOPMENT**  
**Grant Program Information & Guidelines**  
**2006**

**Grant Program Description**

Show Me Steps to Career Development is a continuing education (CE) program for Missouri library personnel and public library trustees available through the Library Services & Technology Act (LSTA). Through this program, the Missouri State Library will provide financial assistance for library staff and public library trustee participation in continuing education and training opportunities when local funds cannot finance the entire cost.

The goal of this program is to enhance the knowledge and skill level of those who offer or support library services.

Effective training for library staff and public library trustees is a critical need for Missouri libraries, and is listed as a high priority in “*Charting Missouri’s Library Future*.” Through the Show Me Steps to Career Development program, the Missouri State Library will provide financial assistance for library staff and public library trustee participation in continuing education and training opportunities such as professional association workshops, conferences, seminars, Web-based courses, technical training by non-profit providers, and more.

Applications may be submitted to the State Library at any time throughout the year, but must be received at least 6 weeks before the CE activity begins.

**Eligible Activities**

Significant library-related continuing education or training opportunities eligible for this program include (but are not limited to):

- Regional, state, and national workshops, pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate public or non-profit entities.
- Web-based instructional courses, either synchronous or asynchronous. *NOTE: Web-based CE must be non-credit and completed within six months of award.*
- Technical or special training sessions offered by non-profit providers appropriate to the operational or service needs of the applicant’s library. *NOTE: Training provided by commercial, for-profit vendors is generally ineligible.*
- Single community college courses having direct application to the improvement of the applicant library’s operations or service. *NOTE: Academic course work toward an undergraduate or graduate degree, on or off campus, is not eligible.*

- The continuing education activity must either be instate, within the 48 contiguous states of the United States, or Canada. Other international conferences will be considered on a case-by-case basis.

### **Eligibility**

- Eligible participants are staff members and trustees of public libraries certified to receive State Aid. *Note: To be eligible, a library staff member must have been permanent full or part-time staff for at least six months. A trustee must have at least one year remaining on his/her term of board membership prior to the date of the activity applied for.*
- Other eligible participants are school libraries, academic libraries, special libraries, or library consortia as defined in the *Missouri Five Year Plan for the Use of LSTA Funds*. See attached "Definitions."
- The prospective CE participant must be accorded release time by the library or administrative unit without loss of salary or personal leave time.
- Previous recipients cannot apply two consecutive times to attend the same continuing education event.
- Preference will be shown to first-time participants and/or those whose attendance at the desired educational activity addresses a documented need of the library.
- The number of staff from a single institution may be limited to encourage a fair and wide representation of the library community. Libraries receiving a number of individual stipend awards, or individuals who have used a stipend award during the current October through September fiscal year will receive lower priority with successive grant application submissions.
- On occasion, and in cases of determined statewide need, the State Library may solicit a library to send a staff member or trustee to an educational activity having special requirements such as position, service tenure, educational level, etc. In these cases the State Librarian may choose to modify the application procedure and/or match requirement.

### **Application Procedure**

- Select a continuing education activity and determine if it is eligible under this program.
- Decide who will participate in the activity; determine their eligibility under this program.
- Estimate the costs involved in the activity.
- Gain approval for participation from your library or parent agency; Secure approval for release time from the job in order to participate the activity.

- Complete the application form; obtain all required signatures and initials; be sure all applicable blanks are filled in and the parent agency's administration understands the requirements of this grant, the local matching funds required, and the reimbursement method.
- Submit the application no earlier than 6 months and no later than 6 weeks before the selected CE activity.

### **Available Grant Funds**

There is no maximum amount of funds that may be requested. However, a maximum dollar amount available per request, per educational activity, may be set by the State Library in order to maintain funding throughout the current calendar year. Appropriate costs must meet or exceed a minimum total of \$100.

### **Local Match Funds**

The State Library determines the amount of local matching funds required. The local minimum match is 25%, but a larger match may be required. This requirement may be determined by a combination of factors such as, but not limited to, (1) library budget, staff size, and/or financial need, (2) the total estimated average cost of activity attendance, (3) the number of applicants from the same library applying to attend the same activity, and (4) the number of applicants from different libraries requesting to attend the same activity.

### **Allowable and Unallowable Costs**

*Allowable costs include, but are not limited to:*

- Registration fees
- Transportation by air, bus, train
- Motor vehicle mileage
- Lodging
- Meals
- Miscellaneous travel (e.g., taxi or shuttle fare from the airport or bus/train station to the hotel and/or CE activity site)
- Supplemental materials required for CE activity. Attach documentation verifying necessity of materials.
- Other program-related costs, including substitute staff or disability accommodation, such as a sign language interpreter or assistance for the visually impaired.

*NOTE: All budgeted costs must be deemed reasonable by the State Library.*

*Unallowable costs include, but are not limited to:*

- Late registration fees
- Hotel room service fees
- Charges for academic course credit
- Personal entertainment activities

- Transportation charges for sightseeing, shopping, etc.
- Internet connectivity or computer upgrades to hardware or software for the purpose of participating in Web-based instruction

### **Reporting Requirements and Grant Monitoring**

A follow-up final report by the participant is required no later than 30 days after the last day of the CE activity. This two-part report will include (1) a financial section and (2) a narrative section. Report forms will be supplied by the State Library.

The evaluative report, with requested revisions if necessary, may or may not be subsequently printed in one of the State Library's publications (i.e. *Newsline*).

If appropriate, the CE participant may be asked to share his/her experience or expertise in a speaking or workshop environment.

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *"grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls. For this grant, the final report will serve to show program performance.

### **How are grant payments made?**

- Awards are made to and administered by the library/administrative unit of employment.
- Award funds are forwarded to the library or administrative unit which shall in turn reimburse the CE participant for any out-of-pocket expenses as listed on the grant application. Reimbursement to the CE participant shall be from federal grant funds and matching local funds at the percentage described in the award.
- Payment will be forwarded upon submission of the final report, receipts, photocopies of canceled checks, and/or meal diary, as appropriate.
- Payment by the State Library is generally made within 6 weeks after submission of appropriate receipts.
- If extenuating or mitigating circumstances require a CE participant to withdraw from the activity, the State Library will consider, on a case-by-case basis, payment of obligated, non-refundable fees and charges as detailed within the accepted budget.

### **Application Review Process**

- To be eligible for review, applications must be received at least six (6) weeks prior to the initial day of the desired program.
- Only COMPLETE applications from eligible libraries will be reviewed.

- Eligible applications will be reviewed and evaluated by State Library staff. Awards will be determined within the State Library and the Secretary of State's Office.
- The State Library will notify each applicant library/administrative unit of award approval or denial.
- The State Library is to be notified as soon as possible if an awarded CE participant is unable to attend the selected activity.

**When and where do I apply?**

***Applications may be submitted to the State Library at any time throughout the year, but must be received at least 6 weeks before the CE activity begins.***

***Mail completed application forms to:***

Brenda Sites, Continuing Education Consultant  
Show Me Steps Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**For further information, contact:**

Brenda Sites, Continuing Education Consultant  
Library Development Division, Missouri State Library  
Phone (573) 522-1477 or (in Missouri) 1-800-325-0131, ext. 13.  
E-mail: [brenda.sites@sos.mo.gov](mailto:brenda.sites@sos.mo.gov)

**MISSOURI STATE LIBRARY**  
**SHOW ME STEPS TO CAREER DEVELOPMENT**

**Application Instructions**  
**Winter/Spring 2006**

***GENERAL INSTRUCTIONS***

- Use the application form provided.
- Type or print clearly in black ink.
- Original signatures must be included or the application will be ineligible for consideration. Please sign in blue ink. Faxed or photocopied signatures will not be accepted.
- Failure to give the required information may eliminate the application from consideration.
- Proofread the application. Correct any spelling, grammar, math, and typing mistakes before submission.
- Do not use binders, folders, or notebooks. Staple pages together in the upper left-hand corner.
- All attachments included with the application should be clearly marked with the CE participant's name and the item number to which the additions correspond.

***SPECIFIC APPLICATION INSTRUCTIONS***

**PART I—Application Form**

- **CE Participant:** Enter the participating individual's name here. List only one participant per application form.
- **CE Activity:** Provide the name/title of the education or training activity. Only a single offering is to be listed; a single offering may include multiple days or session programs.
- **CE Activity Dates:** Provide the dates you will be in attendance and the city/state location of the CE activity. For Web-based courses, indicate the anticipated start date and end date of the program. Web-based courses must be completed within 6 months.
- **Applicant Library/Administrative Unit:** Provide the name of the participant's library. This is the sponsoring institution/organization. Please provide the name of the library director or the authorized representative designated by the school board or parent organization to encumber funds or approve payments.
- **Grant Contact Information:** Provide the name and contact information for the individual handling direct questions from the grant reviewers.
- **Budget Summary Estimates:** Accurately transfer the dollar summary figures from the grand total of your budget in Part III of the application.
- **CE Participant Data:** Complete the library staff or trustee participant information applicable.



- **Library Budget/Statistics:**

*All Libraries:*

- List the total annual budget for the library.
- List the total number of paid full-time equivalent library staff.
- Indicate if funds are available for library staff continuing education/training and the annual amount. If there are restrictions, limitations, which might inhibit your use of these funds, please provide a brief written explanatory statement.

*Public Libraries Only:*

- Number of population served by your library district/system
- Number of branches
- Estimated per capita rate (total income divided by service area)

*School Libraries Only:*

- Official name of your School District
- School District Administrative Office address and phone number
- School District data - Provide the following information for the entire district.

Contact your school district administration office for statistics or refer to Web sites listed below for information.

- Percentage of Free Lunches: <http://www.dese.mo.gov/schooldata>  
(Select the school district, then see "Educational Resources" section and select Student Demographics Section.)
- Median Household Income:  
[http://mcdc2.missouri.edu/websas/dp3\\_2kmenus/mo/School.html](http://mcdc2.missouri.edu/websas/dp3_2kmenus/mo/School.html)  
(select the school district, then see Other Income Measures for Median Household Income)

## **PART II—Program Narrative**

- Attach a copy of the program brochure, program content and complete registration cost with the application. If a program agenda is available at the time of application, applicant is to mark the sessions (if multiple sessions are offered) he/she tentatively plans to attend.
- The narrative must address each question on the application. The benefit of the proposed continuing education activity to library services, operations and/or patrons as well as the individual participant should be evident in each answer. The narrative section should be no more than three typed pages and must be attached to the back of the application when submitted.

## PART III—Budget Worksheet and Budget Narrative

Estimate the appropriate costs as accurately as possible. **Round off amounts to the nearest whole dollar.** Please indicate and specify the source if funds are drawn from other than the library or administrative unit budget. A minimum local match of 25% is required. Please note that the final award may require more than the minimum. The State Library may request budget clarification. Calculate the budget request at 25% local funding. Not all budget categories are necessary for all grants.

Reimbursement payments are made to the library/administrative unit of employment. Payments are not made directly to the CE participant. In no case will payment be made which exceeds the budgeted award amount per line item. The library/administrative unit of employment shall reimburse from grant and local funds any out-of-pocket expenses by the CE participant as detailed in the grant application.

Personnel – Salary & Fringe Benefits: Estimate costs for substitute staff if needed to replace CE participant while participating in event.

Travel: Estimate costs for allowable line-item expenses.

- Transportation: Indicate type of commercial transportation to be used (air, bus, train) and list the estimated amount of fare.
- Motor vehicle mileage: Estimate the number of miles to be driven round trip. Multiply round trip miles by the State's \$0.375 reimbursement rate. If several applicants are traveling together in one automobile, add the mileage estimate to one application form only.
- Lodging: Enter the number of nights you will be staying at the hotel or motel. Multiply number of nights by the per-day room rate. If the CE activity includes lodging information or a reservation form, please include it as an attachment to the budget page. If two or more applicants are sharing a hotel/motel room, please list the total lodging estimate on one application form only.
- Meals: Estimate all meal costs to be incurred traveling to and from the CE activity and all meal costs incurred during the CE activity, which were NOT part of the basic registration fee. Include tips. *Note: A daily diary of these meal costs is to be submitted as an attachment to your final report. Do not include charges for alcoholic beverages.*
- Shuttles/Taxis: Estimate shuttle or taxi fares between airport/depot and hotel/motel. Do not include charges for personal entertainment activities such as taxis for sightseeing, admission charges, etc.

Supplies: Estimate costs books or manuals required as supplemental material. This applies to Web-based CE events only. Attach documentation verifying necessity of materials.

Contractual: Estimate costs for allowable line-item expenses.

- Fees/Registration: Attach a copy of your completed registration form showing the amount of registration fees. Any pre-paid meals/banquet charges included

on this form are to be considered part of the registration fee; do not add them to the "Meals" section below. *NOTE: Charges for academic course credit, other than as a single, non-degree-directed community college course, are not eligible expenditures under this award program. Penalties for late registration are not eligible.*

- Other: Please specify in writing the justification for all "other" expenses listed. May include disability accommodation such as sign language interpreter or assistance for vision impaired.

The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should include resources used for estimates and explain how these items will be used in the program and their relationship to each other.

## PART IV: CERTIFICATION AND SIGNATURES

These signatures are required.

- 1) CE Participant;
- 2) Library director or Administrative Unit Director. This should be the same person named in PART I authorized to encumber funds or approve payments;
- 3) Library Board President (public libraries) or School Principal/Superintendent.

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### Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific staff member				
Addresses the identified need(s) of staff member				
Proposal is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

**MISSOURI STATE LIBRARY  
SHOW ME STEPS TO CAREER DEVELOPMENT  
APPLICATION FORM  
Winter/Spring 2006**

**PART I—Application Form**

This sheet must be the first page of your application. Please type or print clearly.

CE Participant: \_\_\_\_\_  
First Middle Last

CE Activity: \_\_\_\_\_

CE Activity Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Applicant library/administrative unit: \_\_\_\_\_

Library/School/Institution name \_\_\_\_\_

Federal Tax ID number \_\_\_\_\_

Library Director or Administrative Unit Director \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_  
City/State/Zip code + the 4 digit extension County

**Grant Contact Information:**

Grant Contact Person (name/title): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail \_\_\_\_\_

**Budget Summary Estimates: (amounts transferred from PART III worksheet)**

Local match	LSTA fund request	Total cost
\$ _____	\$ _____	\$ _____

*For State Library Use Only:* Grant # \_\_\_\_\_ Date rec'd \_\_\_\_\_

\_\_\_\_\_ Approved for \$ \_\_\_\_\_ @ \_\_\_\_\_ % local match \_\_\_\_\_ Denied \_\_\_\_\_ Date

*Library Staff Only:*

Library staff member's current position \_\_\_\_\_

Nature of work \_\_\_\_\_

Date hired \_\_\_\_\_ Permanent position \_\_\_\_ Y \_\_\_\_ N    Hrs/wk \_\_\_\_\_

Note: Must be permanent full- or part-time staff member for at least 6 months prior to the date of the activity applied for.

*Trustees Only:*

Term of office ends \_\_\_\_\_ Years on Board \_\_\_\_\_

Note: Must have at least one year remaining on term of board membership prior to the date of the activity applied for.

**LIBRARY BUDGET/STATISTICS**

*All Libraries:*

What is your total library budget? \$ \_\_\_\_\_

What is the size/number of your staff in paid full-time equivalent? \_\_\_\_\_

Is continuing education, training or professional development a budgeted item?

\_\_\_\_ Yes \_\_\_\_ No    Annual amount? \$ \_\_\_\_\_

*Public Libraries Only:*

Number of population served: \_\_\_\_\_

Number of branches: \_\_\_\_\_

Estimated per capita rate: \_\_\_\_\_

*School Libraries Only:*

Name of School District: \_\_\_\_\_

Address of School District Administration Office:

\_\_\_\_\_  
\_\_\_\_\_

School District Administration or Business Office phone number:

\_\_\_\_\_

Total District Income: \$ \_\_\_\_\_

Total District Student Population: \_\_\_\_\_

District Expenditures Per Student: \$\_\_\_\_\_

% of Students Who Receive Free Lunches in District: \_\_\_\_\_

Tax levy rate: \$\_\_\_\_\_

Assessed valuation \$\_\_\_\_\_

Median household income: \$\_\_\_\_\_

*If you need assistance with data for your district, please see application instructions for online resources.*

## **PART II—Program Narrative**

**Attach a copy of your program brochure and/or program agenda with your submitted application form. Indicate sessions to be attended if applicable.** The brochure should identify the provider/sponsor of the program. Narrative should be typed, single-sided, and double-spaced on plain paper with no more than three pages. Attach narrative to the back of the application.

Please respond to the following items:

- 1) What aspects of this program are particularly relevant to your job responsibilities and professional development or your role as library staff or trustee?
- 2) What are your learning objectives for this activity?
- 3) How will your participation in this activity benefit your library?
- 4) How will you share and/or implement your acquired information and/or experience within your library and beyond?
- 5) Why have you selected this particular type of training format?
- 6) List other educational activities, dates of attendance and award amount for which you have received a Show Me Steps grant in the current January - December calendar year.
- 7) For attendance at a state, regional, national library association conference, or specialized pre-conference, please indicate if you have previously attended this activity and indicate the dates or range of years attended.

## PART III—Budget Worksheet and Budget Narrative

Estimate the appropriate costs as accurately as possible. **Round off amounts to the nearest whole dollar.** Please indicate and specify the source if funds are drawn from other than the library or administrative unit budget. A minimum local match of 25% is required. Please note that the final award may require more than the minimum. The State Library may request budget clarification. Calculate the following budget request at 25% local funding. **NOTE:** Not all of the categories listed below will be applicable for each grant.

<b>C. E. Student:</b>					
<b>Library Name:</b>					
<b>Category</b>	<b>Item Description</b>	<b>Itemized Cost Estimate (round to the nearest dollar)</b>	<b>Local Funds = Cost Estimate x 25% minimum</b>	<b>LSTA Funds = Cost Estimate x 75% maximum</b>	<b>Total Cost</b>
Personnel – Salary & Fringe Benefits	Substitute staff	<i>Hours x pay rate</i>			
		<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Travel	Transportation (air, bus, train) Mileage Lodging Meals Shuttle/Taxi Other	<i>Miles x \$0.375</i> <i>Nights x rate</i>			
		<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Supplies	Manual/ workbook for Web-based course				
		<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Contractual	Registration Other: Example - ADA accommodations for CE event				
		<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Project Costs</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>

### Budget Narrative



The Budget Narrative is a clearly defined break down of all costs mentioned on the grants budget page. Explain, in narrative form, how these estimates were obtained. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Provide explanations for both federal and local funds.

Libraries awarded funds will have the authority to move up to \$75.00 between line items within their final proposed budgets.

## PART IV—Certification and Signatures

I understand the guidelines and have fully completed the continuing education application as accurately as possible. Request for payment will be submitted in a timely manner with appropriate documentation. It is agreed that the CE recipient will submit a written evaluative report to the State Library 30 days after the final day of the activity and otherwise share their gained experience or expertise with the library community upon the State Library's request.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The CE Participant will be afforded leave time to complete the CE activity with no impact on personal or annual leave. This application has been authorized by the appropriate authorities of the applying library. By signing this application form, the Library Board/School Board acknowledges compliance with and agreement to all eligibility requirements.*

\_\_\_\_\_  
CE Participant (blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library or Administrative Unit Director (blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(public libraries) Library Board President (blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(school libraries) School Principal or Superintendent (blue ink)

\_\_\_\_\_  
Date

Mail completed application to: Brenda Sites, Library Consultant for Continuing Education, Missouri State Library, 600 West Main Street, PO Box 387, Jefferson City, MO 65102-0387. Questions: call 1-800-325-0131, ext. 13 or e-mail [brenda.sites@sos.mo.gov](mailto:brenda.sites@sos.mo.gov).

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